



## REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier: Requesting Unit:  
 Address: PR No.: 2018-06-163  
 Telephone No.: Quotation No.: 2018-06-124  
 e-Mail: Date: June 27, 2018  
 Date received by the Supplier: ABC: 3,500.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than 7/3/2018 @ 11:00 A.M.

  
**SORAYA T. EACULO, PhD.**

OIC-Assistant School Division Superintendent  
 Chairman, Bids and Awards Committee

### REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

### Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	10	Pax	<b>AM Snack</b> -Carrot cake, Shanghai lumpia, Lemonade <b>Lunch</b> -Nilagang baboy with vegetables, Broiled tilapia with tomato/onions, Brown and white rice, Banana <b>PM Snack</b> -Special buko pie (big slice), Lemon grass tea		
			<b>**Overflowing coffee and water</b> <b>**Venue: Division Office Conference Hall</b>		
				<b>TOTAL</b>	
Purpose: Meal and snacks for the PSB meeting and assessment on July 10, 2018					

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by: